

26 March 1976

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending
26 March 1976.

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1. Career Days: Recruiter [] has sent us a favorable report from New Orleans on his attendance at a Minority Career Day at Dillard University. Recruiter [] accompanied him, and about 25 candidates were interviewed on 23 March.

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2. Recruiter on TV Program: Recruiter [] reported that he will appear on a taped television program in Portland, Oregon, on Tuesday evening, 30 March. This interview was previously agreed to by the Director of Personnel and the Assistant to the Director, Mr. Thuermer. The questions to be aired were submitted to Mr. [] in advance so that he could avoid those subjects which are not pertinent to his area of responsibility. He intends to obtain a tape which he can send to Headquarters for information.

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4. Regulations, Bulletins and Notices: We sent to Regulations Control Branch three items for publication: (a) proposed notice on Pay Rates for Initial Hire of Certain Contract Personnel; (b) Employee Bulletin on Housing for Cooperative Education Student Employees and Summer Interns; and (c) proposed regulation titled "Program for the Prevention and Treatment of Alcoholism."

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6. Summer-Only Program: We have received full clearance on 50 of our Summer-Only applicants.

7. Savings Bonds Campaign: Since the beginning of the Agency's Savings Bonds Campaign on 1 March, 83 employees have signed up for bonds and 33 employees have increased their allotments. The campaign is scheduled to continue until 31 March.

8. Educational Aid Fund: With only a week remaining until the cutoff date of 1 April, a total of 65 EAF applications have been received -- 45 complete, 20 incomplete. Last year we received 127 applications.

9. Rehired Annuitant: The following rehired annuitant case was approved for the Administration Directorate:



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Coming Events:

1. The dates of 1 and 2 February 1977 have been booked for recruitment purposes at the University of Puerto Rico at Mayaguez, an engineering school. The Director of Placement, Mr. Andres Maymi, reports that NSA, the Navy, and such large firms as Hughes Aircraft and Sikorsky Helicopter have been recruiting there for several years and they feel privileged that CIA would now seek their graduates. They do not have a Co-op engineering program to date but expect to adopt one within two years and would notify us at a later date in the event this Agency wanted to participate.

2. Our work continues on Agency-wide Supergrade review.



F. W. M. Janney
Director of Personnel

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OD/Pers: [Redacted Box] :jmm (26 Mar 76)